

What to Know Before Arriving at the Prometric Test Center

Uniform CPA Exam applicants are encouraged to read the following information about the Prometric Test Center procedures. This information is also on the Board's web site.

ARRIVE EARLY

You must arrive at the test center at least 30 minutes prior to your scheduled appointment time.

Arriving 30 minutes prior to your appointment time allows you to sign in, have your digital photograph taken, review the security and test center policies, and be seated at your workstation.

Arriving 30 minutes or more after the scheduled start time may result in you being denied permission to test and all examination fees paid for that exam section may be forfeited.

Make sure you arrive at least 30 minutes prior to your scheduled appointment to avoid forfeiting all examination fees paid for that examination section.

TAKE YOUR NOTICE TO SCHEDULE (NTS) WITH YOU

Your Notice to Schedule (NTS) includes an "Examination Password" that you must enter on the computer as part of the login process.

You will not be admitted into the test center without the Notice to Scheduled and you will forfeit all examination fees paid for that examination section.

MAKE SURE YOUR PRIMARY PHOTO ID MATCHES THE NAME ON YOUR APPLICATION AND NOTICE TO SCHEDULE

The name on your primary photo ID must exactly match the name that appears on your application and Notice Schedule.

The name on your primary photo ID must be the same name you used when applying for the Exam and scheduling your appointment(s)

If, at check-in at the Prometric Test Center, your name is different from the name listed on your primary photo ID, you will not be permitted to test and will forfeit all exam fees paid for that exam section.

TAKE TWO ACCEPTABLE FORMS OF ID WITH YOU TO THE TEST CENTER

You must present two (2) acceptable forms of identification to be admitted to the test center.

At least one form of identification must contain a recent photograph and each form of identification must bear your signature and must be valid (not expired).

If you do not present acceptable identification, you will not be permitted to take your exam and you will forfeit all examination fees paid for that section.

Acceptable forms of primary identification include:

- A valid (not expired) state of territory-issued driver's license with your photograph and signature;
- A valid (not expired) state or territory-issued identification card with your photograph and signature (Candidates who do not drive may have an identification card issued by the agency which also issues driver licenses.);
- A valid (not expired) government-issued passport with your photograph and signature; or
- A United States military identification card with your photograph and signature.

Acceptable forms of secondary identification include:

- A Board-issued exam identification card;
- A valid (not expired) credit card'

- A valid (not expired) bank ATM or debit card; or

- Another item from the list of acceptable forms of primary identification

Unacceptable forms of identification include:

- A draft classification card;
- A Social Security card;
- A student identification card (such as those issued by colleges and universities); or
- A United States permanent residence card (green card).

YOUR EXAM SHOULD BEGIN WITHIN 30 MINUTES OF THE SCHEDULED START TIME

If circumstances caused by Prometric arise that delay the start of your testing session more than 30 minutes, you will be given the choice to continue waiting for the session to begin or rescheduling your appointment at no additional cost to you.

ALL ITEMS OTHER THAN YOUR PRIMARY PHOTO ID MUST BE PLACED IN A STORAGE LOCKER PROVIDED BY THE TEST CENTER

All Items (including purses, wallets, cell phones, pens & pencils, sodas & coffee, bottled water, candy, snacks, etc.) other than your primary photo ID, must be placed in a storage locker prior to beginning your testing session.

You will be given the key to the locker and you may access your assigned locker during your breaks.

You must return the key to the test center staff when you finish your testing session.

The lockers are very small and are not intended to hold large items.

Do not bring any items, other than those that are absolutely necessary, to the test center.

NOTE: Test center personnel is not responsible for lost or stolen items.

KEEP YOUR PRIMARY FORM OF ID WITH YOU AT ALL TIMES

You must keep your primary form identification with you at all times.

If you leave the testing room for any reason, such as a break, you will be required to show your primary form of identification to be readmitted to the testing area.

THE TEST CENTER PERSONNEL WILL PHOTOGRAPH YOU

The test center personnel will take a digital photo of you; this photo will become a part of your permanent testing record.

If the digital camera equipment is not working, the test center personnel will take a Polaroid® picture of you.

YOU MUST SIGN THE TEST CENTER LOGBOOK

Each time you exit and re-enter the testing room, you must sign the logbook and present your primary form of identification.

TEST CENTER PERSONNEL WILL ESCORT YOU TO YOUR WORKSTATION

A member of the test center staff will escort you to a workstation so that you may begin your testing session.

You must remain in your seat at all times during the examination except when authorized to get up and leave the testing room, such as for a scheduled break.

SCRATCH PAPER AND PENCILS WILL BE PROVIDED TO YOU

The test center staff will provide you with scratch paper and pencils to use during the testing session.

You will be required to return the scratch paper (used and unused) to the test center staff when your examination is complete.

If, during testing, you need additional scratch paper, you may request it from the test center staff,

but you must first turn in the original sheets of paper you received.

You will not be allowed to bring any paper or pencils into the testing room.

NOTIFY THE TEST CENTER STAFF ABOUT PROBLEMS

Notify the test center staff immediately if:

- You experience a problem with your computer;
- An error message appears on the computer screen (DO NOT clear the message);
- You need additional scratch paper pencils; or
- You need the test center staff for any reason

COMPLETING THE TEST SESSION

When you finish the examination section, leave the testing room quietly, turn in your scratch paper and pencils, and sign the test center logbook.

After completing the necessary procedures, the test center staff will dismiss you and you may leave the test center.

FAX SPECIFIC QUESTIONS ABOUT THE EXAM TO THE AICPA

If you have specific questions of concerns regarding the Uniform CPA Examination, you are encouraged to fax those questions or concerns to the AICPA Examinations Team at (201) 983-3443

This procedure is designed to assure you that all technically accurate answers will be considered during grading.

Your fax must include the precise nature of your concern, the rationale, and if possible, references.

The fax must also include your candidate examination section identification number.

Your fax must be received by the AICPA within four (4) days of

completing the referenced examination section.

This will ensure that all comments are received and reviewed in a timely manner before grades are released to the National Association of State Boards of Accountancy (NASBA).

The AICPA cannot respond personally to each candidate who faxes concerns; however, every fax received by the deadline will be reviewed and considered.

SUBMIT COMMENTS ABOUT THE TEST CENTER ENVIRONMENT, THE TEST CENTER STAFF, OR OTHER ISSUES TO THE BOARD

Written questions or comments about the test center environment, the test center staff, or other issues not directly related to the content of the examination should be directed to the Board's Executive Director no later than ten (10) business days from the referenced date of your examination

When possible, you will receive a written response from the Board.

Your written comments must include your name, the precise nature of your concern, and your candidate examination section identification number.

For additional information on the Uniform CPA Exam, visit NASBA's website at www.nasba.org